

AIC Regional Branches

Kampala Office

Musajja– Alumbwa Road
P.O. Box 10446, Mengo – Kisenyi
Tel: +256 393 264 454/3
Email: aickampalabranch@aicug.org

Mbale Office

Plot 2 Mugisu Walker Hill, Pallisa Rd
P.O. Box 1838 Mbale
Tel: +256 393 264 454/3
Tel: +256 780 178 605
+256 704 667 800
Email: aicmbalebranch@aicug.org

Arua Office

Plot 14B Awindir Crescent Road
P.O. Box 550 Arua
Tel: +256 393 264 454/3
Tel: +256 780 178 606
+256 704 667 899
Email: aicaruarbranch@aicug.org

Kabale Office

Plot M24 Rwakiseta Road Kirigime
P.O. Box 373 Kabale
Tel: +256 393 264 454/3
Tel: +256 780 178 604
+256 704 667 866
Email: aickabalebranch@aicug.org

Mbarara Office

Plot 11 Ruharo
P.O. Box 1055
Tel: +256 393 264 454/3
Tel: +256 780 178 603
+256 704 667 844
Email: aicmbararabranch@aicug.org

Jinja Office

Plot 17 Bell Avenue West
P.O. Box 2159 Jinja
Tel: +256 393 264 454/3
Tel: +256 780 178 610
+256 704 667 812
Email: aicjinjabranch@aicug.org

Soroti Office

Plot 2 Oculoi Road
P.O. Box 62 Soroti
Tel: +256 393 264 454/3
Tel: +256 780 178 608
+256 704 667 855
Email: aicsorotibranch@aicug.org

Soroti Region Project

Plot 4 Senior Quarters, Ajena Road
Soroti City
Tel: +256 782 903 923
Email: sorotiproject@aicug.org

Lira Office

Plot 5 Dokolo Road
P.O. Box 156 Lira
Tel: +256 393 264 454/3
Tel: +256 780 178 607
+256 704 667 899
Email: aiclirabranch@aicug.org

Karamoja Office

Loruk Road, Moroto
Tel: +256 393 264 454/3
Tel: +256 780 178 608
+256 704 667 855

EXTERNAL VACANCY ANNOUNCEMENT

VA No. AIC-2025-HR/1

Background

The AIDS Information Centre-Uganda (AIC), established on February 14, 1990, is a pioneering not-for-profit NGO providing Voluntary Counselling and Testing (VCT) services in Uganda and Africa. With eight Centers of Excellence across Uganda, AIC delivers comprehensive HIV prevention, care, treatment, and sexual and reproductive health services, focusing on Key, Priority, and Vulnerable Populations. AIC is a leader in HIV programming, Health Systems Strengthening, and Knowledge Management, serving over 15 million Ugandans annually. AIC therefore boasts of a national footprint. AIC is seeking the services of an honest, dedicated, competent, innovative and result-oriented individual for employment on a contract basis for the post below:

AIC/ REF/ Job Title: Executive Director
Employment Type: Contract | Renewable subject to availability of funds
Reports to: Board of Trustees
Salary: Commensurate with training and experience
Duty Station: AIC Headquarters

Directly Supervises:

- Project Director
- Director Finance
- Director Human Resources and Administration
- Director Programs and Capacity Development
- Director Monitoring and Evaluation
- Executive Assistant



Purpose of the Job

The Executive Director is the chief executive of AIC, providing visionary leadership, driving strategic initiatives, and ensuring sustainability. He/she will be responsible for excellent organizational governance, financial stewardship, and programmatic excellence, serving as the Accounting Officer and Secretary to the Board of Trustees. The Executive Director reports to the Board of Trustees from time to time.

Key Result Areas (KRAs)

1. Effective implementation of AIC's Strategic Plan.
2. Increased annual revenue by at least 10% through diversified funding.
3. High donor and stakeholder satisfaction.
4. Efficient resource utilization and compliance with financial standards.
5. Strong performance in program implementation, monitoring, and evaluation.

Key Responsibilities

Strategic Leadership and Governance

- Develop, implement, and monitor AIC's Strategic Plan, ensuring alignment with the organization's mission and vision.
- Lead the development and review of organizational policies, ensuring responsiveness to emerging trends in HIV/AIDS prevention and care.
- Serve as the Secretary to the Board of Trustees, facilitating governance processes and providing timely updates on organizational performance and strategy.
- Champion the creation of innovative and sustainable programs to address health sector gaps.

Organizational Management and Development

- Establish and maintain efficient management systems, ensuring operational excellence and cost-effectiveness.
- Foster a culture of innovation, accountability, and teamwork across all levels of the organization.
- Lead the recruitment, mentorship, and development of senior staff, ensuring alignment with strategic objectives.
- Oversee robust monitoring and evaluation frameworks to assess program impact and effectiveness.

Resource Mobilization and Financial Stewardship

- Spearhead resource mobilization initiatives, increasing annual revenue by at least 10% through diversified funding sources.
- Develop and maintain strong relationships with donors, government bodies, and other key stakeholders to secure funding for AIC programs.
- Ensure compliance with financial policies, donor regulations, and national standards, while optimizing resource utilization.

Program Implementation and Evaluation

- Oversee the execution of all programs, ensuring alignment with donor expectations and national health priorities.



- Regularly evaluate program outcomes and adjust strategies for enhanced impact.
- Lead the development of strategies to respond to emerging trends and needs in HIV/AIDS prevention, care, and related health services.

Advocacy and Public Relations

- Represent AIC at national and international forums, advocating for the organization's contributions to health systems.
- Develop and execute comprehensive public relations strategies, including the production of annual reports, success stories, and press releases.
- Act as the official spokesperson for AIC, in consultation with the Board Chairperson.

Key Outputs

- Strategic Plan and organizational policies developed and executed effectively.
- Programs implemented with measurable impact and alignment to strategic goals.
- Annual revenue increased by at least 10% through successful resource mobilization.
- Strong partnerships established with donors, government agencies, and other stakeholders.
- High levels of staff satisfaction, organizational efficiency, and compliance achieved.

Person Specifications

Educational Qualifications

- Master's Degree in Health Sciences, Public Health, Social Sciences, or related fields.
- Postgraduate training in Health Management or Institutional Management is essential.

Experience

- A minimum of 10 years of experience in senior management, with at least 5 years in HIV/AIDS prevention and care services.
- Proven track record in managing large-scale public health programs in developing countries, preferably in Africa.



Knowledge

- Comprehensive understanding of HIV/AIDS prevention, care, and treatment.
- Familiarity with Uganda's health sector policies, donor frameworks, and global health trends.
- Expertise in monitoring, evaluation, and knowledge management.

Skills and Attributes

- Leadership: Demonstrated ability to inspire and guide teams to achieve strategic goals.
- Financial Acumen: Strong skills in budget management, financial reporting, and resource allocation.
- Strategic Thinking: Ability to anticipate trends and develop innovative solutions.
- Communication: Excellent interpersonal, negotiation, and public speaking skills.
- Integrity: High ethical standards and a commitment to organizational values.

How to Apply

Qualified candidates are invited to submit their application (cover letter, CV, and certified academic documents). All interested Candidates **MUST** fully fill the AIC Online Job Application Form, scan and save all the relevant documents requested for above as one document (labelled with candidate's full names) and **Address applications to:** applications@aicug.org and **Online Job Application Link:** <https://www.cognitofrms.com/AIDSINFORMATIONCENTRE/EXECUTIVEDIRECTORJOBADVERTATAIC2025>

*** Posting Date: May 19, 2025**

*** Closing Date: June 16, 2025 at 5:00pm**

*AIC is an equal opportunity employer, committed to having a diverse work force and does not ask for money at any stage of recruitment, has a Zero tolerance for: Fraud, Sexual Exploitation, Sexual Abuse, and Sexual Harassment. Please contact: fraud@aicug.org.

*While AIC appreciates all the interested applicants, only shortlisted candidates will be contacted for interviews. In case you do not hear from AIC Uganda One (01) month after the closing date, please consider yourself unsuccessful. *Please note that any form of canvassing will lead to automatic disqualification.

